

# NOTICE

Issued by the Department of

## Planning & Growth Management

### Final Plat Fees for Fiscal Year (FY) 20

During the FY20 Budget Cycle, in an effort to simplify the calculations for both applicants and staff, Planning and Growth Management proposed changes to the Final Plat Review fees. These fees were approved by the Charles County Commissioners as part of the regular budget cycle and took effect on July 1, 2019. The main change to the Final Plat Review fees is that in previous fiscal years, the final plat review fee (the per sheet fee and the per lot fee) were based solely upon amount of lots. The new fees are now based upon final plat applications type (per sheet fee) – Major or Minor and number of lots (per lot fee).

FY19 Final Plat Submittal Fee:

Final Subdivision Plat Review (First Three Reviews)

Per Plat (sheet) – 1 lot	\$206.00
Per plat (sheet) – 1 to 5 lots	\$418.00
Per plat (sheet) – over 5 lots	\$1,002.00
Per lot fee – 5 lots max	\$5.00 per lot
Per lot fee – over 5 lots	\$11.00 per lot

Resubmittal Fees:

Final Plat Review – 4 <sup>th</sup> review	25% of the original submittal fee (excluding recording fee)
Final Plat Review – 5 <sup>th</sup> review +	50% of the original submittal fee (excluding recording fee)

(Continued on second page)

Notice #  
19-10

Release Date  
August 29, 2019

Contact  
Sarah Sandy

Phone  
301-645-0692

Charles County  
Government

Department of  
Planning & Growth  
Management

Christina R. Pompa  
*Acting PGM  
Director*



Equal Opportunity  
County  
*Say No To Drugs*

FY20 Final Plat Submittal Fee:

Final Subdivision Plat Review (First Three Reviews)

Per Plat Sheet – Minor \$422.00 (excluding Note and Composite Sheets)  
Per Plat Sheet – Major \$1,052.00 (excluding Note and Composite Sheets)  
“Note” and “Composite” sheets are charged a fee for one (1) lot per sheet.

Per lot \$8.00

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To help in the adjustment to the new fees, the Final Plat Fee Calculation sheet has been revised to reflect the new FY20 fees. The new fee calculation sheet is provided on our website as an excel spreadsheet at: [https://www.charlescountymd.gov/sites/default/files/pgm/planning/FY20%20Plat%20Fee%20Calc%20Sheet\\_With\\_Password\\_2019.xlsx](https://www.charlescountymd.gov/sites/default/files/pgm/planning/FY20%20Plat%20Fee%20Calc%20Sheet_With_Password_2019.xlsx). The excel spreadsheet includes more in depth instruction on how to calculate the new review fees and other review fees that may apply and will calculate them for you. The spreadsheet has been restricted to only allow changes in the blue cells. A PDF version of the calculation sheet is attached to this PGM Notice. This version is provided for illustrative purposes only and will not calculate the required fees for you.

Because fee calculation sheets is a requirement of a final plat application, please make sure if using the excel version to calculate your fees, you print the sheet to PDF before attempting to upload to the Citizen Self Service Portal. The system will not accept non PDF files.

Other review fees may apply. Please consult the current Fees and Charges located on [www.charlescountymd.gov/pgm](http://www.charlescountymd.gov/pgm) under related links.

Please contact the Department staff if you have any questions.

Those citizens with special needs, please contact the Charles County Department of Planning and Growth Management, voice phone number (301)645-0540 or Maryland Relay Service TDD 1-800-735-2258.

## FY20 Final Plat Calculation Sheet Instructions

(These instructions are to help you to fill out the excel spreadsheet to calculate your required submittal fees.  
Please let staff know if you need instructions on how to calculate by hand.)

### **1. PLAT REVIEW FEE**

#### **1.a. Per Sheet Fee**

Major Plats (not including composition or note sheets):

Place the total number of sheets excluding composite or note sheets in the blue cell/box. This number will be used to calculate your recording fee below. If you are processing a minor plat and not a major plat, place a zero (0) in the blue box.

Composite and Note Sheets:

Please the total number of sheets in the blue cell/box. These sheets will be charged the per lot fee, per number of note or composite sheets. Place the number of sheets in the blue box. Do not include these sheets in your lot calculations below.

Minor Plats (not including composition or note sheets):

Place the total number of sheets including composite and note sheets in the blue cell/box. This number will be used to calculate your recording fee below. If you are processing a major plat and not a minor plat, place a zero (0) in the blue cell/box.

Boundary/Condominium Plats:

For boundary/condominium plats, place the total number of sheets in the blue cell/box. This will calculate your lot fee. The sheet review fee is a flat fee of \$46.00

#### **1.b. Lot Fee**

Place the total number of lots in the blue cell/box. Do not include note and composite sheets or the number of boundary survey sheets in your lot calculation. The spreadsheet will calculate this for you based off of your sheet number listed in the Boundary/Condominium Plats section. If you are processing a boundary/condominium plat, place a zero (0) in the blue cell/box.

### **2. National Pollutant Discharge Elimination System NPDES Fee**

Assess each new buildable lot proposed in the development district. Do not count note and composite sheets as a lot here. Place the total number in the blue cell/box.

### **3. Chesapeake Bay Critical Area (CBCA) Final Plat Fee**

If any portion of the plat lies within 1000 feet of mean high water at CBCA Review Fee is applicable. If applicable, place a one (1) in the blue cell/box field below, otherwise, place a zero (0).

### **4. Recording Fee**

Place the total number of sheets that will be recorded in the blue cell/box.

### **5. Cultural Resources Fee**

Place a one (1) in the blue cell/box next to the applicable description. Place a zero (0) in all the Cultural Resources Fee blue cell/boxes that do not apply.

### **6. Technology Fee**

The technology fee is 4% of the sub-total fees calculated. If you use this sheet as an excel file, this fee will be calculated for you.

### **7. Total Fees**

The total fee for your application at the sub-total + the technology fee. If you use this sheet as an excel file, this will be calculated for you.

## FY 20 Final Plat Calculation Sheet

### 1. PLAT REVIEW FEE:

Plat review fees are calculated with the total of per sheet and per lot, with the exception of Boundary/Condominium plats that have a flat review fee.

#### 1.a. Per Sheet Fee:

Major Plat (not including composite or note sheets):	<u>0</u>	x	\$1,052 =	<u>\$0</u>
	# of sheets			Sheet Total
Number of Composite or Note Sheets (major or minor plats):	<u>0</u>	x	\$8 =	<u>\$0.00</u>
	# of sheets			Sheet Total
Minor Plat:	<u>0</u>	x	\$439 =	<u>\$0</u>
	# of sheets			Sheet Total
Boundary/Condominium Plat:	<u>0</u>	x	\$46 =	<u>\$0</u>
	# of sheets			Total
<b>1.b. Lot Fee:</b>	<u>0</u>	x	\$8 =	<u>\$0</u>
	# of lots			Lot Total

<b>1. Plat Review Fee Total:</b>	<u>\$0</u>	+	<u>\$0</u>	=	<u>\$0</u>
	Sheet Total		Lot Total		TOTAL

### 2. NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) FEE:

Assess each new buildable lot proposed in the development district.

NPDES Recordation Fee:	<u>0</u>	x	\$154 =	<u>\$0</u>
	# of lots			NPDES Total

### 3. Chesapeake Bay Critical Area (CBCA) FINAL PLAT FEE:

If any portion of the plat lies within 1000 feet of mean high water at CBCA Review Fee is applicable. If applicable, place a one (1) in the blue cell/box field below, otherwise, leave place a zero (0).

CBCA Fee	<u>0</u>	x	\$164 =	<u>\$0</u>
				CBCA Total

<b>4. RECORDING FEE:</b>	<u>0</u>	x	\$5 =	<u>\$0</u>
	Total # of Sheets			Recording Fee Total

### 5. CULTURAL RESOURCES FEE:

Place a 1 in the applicable blue cell/boxes below.

Major Plat New/Not Previously Reviewed	<u>0</u>	x	\$194 =	<u>\$0</u>
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Major Plat Previously Reviewed as PSP or a ROW Subdivision and Minor Plats (ie Lot Line Adjustments, Consolidations, Easement and Plats of Abandonment)	<u>0</u>	x	\$98 =	<u>\$0</u>
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Boundary Survey & FC Easement Plats	<u>0</u>	x	\$0 =	<u>\$0.00</u>
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<b>6. TECHNOLOGY FEE:</b>	<u>\$0.00</u>	x	4% =	<u>\$0.00</u>
	Sub - Total of Fees			Total Technology Fee

<b>7. TOTAL FEES:</b>	<u>\$0.00</u>	+	<u>\$0.00</u>	=	<u>\$0.00</u>
	Sub-Total		Tech Fee		<b>TOTAL FEES</b>

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